

SECTION G
CONTRACT ADMINISTRATION DATA

G.1 IR1052-96-017

AUTHORITY - CONTRACTING OFFICER, CONTRACTING OFFICER'S
TECHNICAL REPRESENTATIVE AND CONTRACTOR'S PROJECT MANAGER

Contracting Officer

The Contracting Officer for administration of this contract is:
_____. The telephone number for the Contracting Officer is: _____.

The Contracting Officer, in accordance with Subpart 1.6 of the Federal Acquisition Regulation, is the only person authorized to make or approve any changes in any of the requirements of this contract, and notwithstanding any clauses contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in cost incurred as a result thereof. The Contracting Officer for individual orders will be noted on the orders.

Contracting Officer's Technical Representative

The Contracting Officer's Technical Representative (COTR) for this contract is:

_____.
The telephone number for the COTR is:
_____.

The COTR will represent the Contracting Officer in the administration of technical details within the scope of this contract. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract. The COTR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The COTR does not have authority to alter the Contractor's obligations or to change the contract specifications, price, terms or conditions. If, as a result of technical discussions, it is desirable to modify contract obligations or the statement of work, changes will be issued in writing and signed by the Contracting Officer. The COTR assignment for this contract may

be changed at any time by the Government without prior notice to the Contractor. The Contractor will be notified of the change.

Project Manager

The Contractor's designated Project Manager for this contract is:

The telephone number for the Project Manager is:

The Contractor shall provide a Project Manager for this contract who shall have the authority to make any no-cost contract technical, hiring and dismissal decisions, or special arrangement regarding this contract. The Project Manager shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the Government. The Project Manager shall have full authority to act for the Contractor in the performance of the required services. The Project Manager, or a designated representative, shall meet with the COTR to discuss problem areas as they occur. The Project Manager, or designated representative shall respond within four hours after notification of the existence of a problem. The Project Manager shall be able to fluently read, write, and speak the English language.

[End of Clause]

G.2 IR1052-96-018

SUBMISSION OF "PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL", STANDARD FORM 1034 OR 1034(A) AND 1035 OR 1035(A) CONTINUATION

In addition to other contract requirements on Contractor payments, to be considered a proper invoice, the Contractor must submit the Standard Form entitled "PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL" concurrently with the invoice and/or payment voucher, in the same number of copies as the invoice and/or payment voucher, to the addressee(s) specified in this contract for submission of the invoice and/or payment voucher. Copies of these forms are provided elsewhere in the

solicitation. In lieu of the use of the SF-1034 and SF-1035, the contractor may submit suitable self-designed forms which contain the required information. The SF-1034 and SF-1035 are available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. The continuation sheet shall be submitted as directed by the Contracting Officer if additional information is required. All information will be filled in as specified on the form, including the following information:

(a) Voucher No.: Show the numerical sequence number of the voucher submitted to the applicable addressee for the contract, regardless of the funding document. The first voucher submitted to the addressee will begin with the number "1" and the next voucher submitted to that addressee will be number "2", etc., throughout the life of the contract. Vouchers submitted to each of the other addresses, if applicable, will also begin with the number "1" and will be numbered sequentially as aforementioned throughout the life of the contract.

(b) U.S. Department, Bureau, or Establishment and Location: The contractor is to complete all information in this block in relation to the designated payment office, which is the accounting office designated to make payments.

(c) Date Voucher Prepared: Show the mailing date to the paying office.

(d) Contract Number and Date: Show the contract number and date.

(e) Requisition Number and Date: Show the requisition number of the contract, modification or delivery order that is funding the contract payment.

(f) Payee's Name and Address: Show the complete address of the company, including the ZIP code.

(g) Number and Date of Order: Show the number and date of the delivery order funding this payment or contract modification number funding the payment if no delivery orders are applicable. Insert the words, "Basic Contract" if only the basic contract is funding the payment.

(h) Date of Delivery or Service: Show the date delivery or service was completed.

(i) Article or Services: Show a synopsis of the articles delivered and/or services completed. There is no need to go into detail since this form will be attached to the invoice. Also show in this block the total amount of payments requested including this request for payment, and all other payments made for these articles and/or services for which this request for payment is being made. QUANTITY, UNIT PRICE AND AMOUNT BLOCKS SHOULD BE ON THE INVOICE AND/OR PAYMENT VOUCHER.

(j) Total: Show the total amount requested for this payment.

(k) Taxpayer Identification Number (Employer Identification Number or Social Security Number as appropriate).

[End of Clause]

G.3 IR1052-96-048

INVOICE FIXED PRICE

(a) The original invoice shall be submitted to the Accounting Office designated below. To improve the timeliness of the inspection and acceptance of delivered goods and/or services and receipt of payment by the contractor, copies of the invoice, clearly marked as information copies shall be submitted to the COTR and the Contract Administrator concurrently.

Internal Revenue Service
Administrative Services Center
Accounts Payable Section
P.O. Box E
Beckley, WV 25801

(b) To constitute a proper invoice, the invoice must include the following information documentation:

- (1) Name of the business concern and invoice date;
- (2) Contract number, or other authorization for delivery of property and/or services;
- (3) Description, price, and quantity of property and services actually delivered or rendered;
- (4) Shipping and payment terms; and

- (5) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent.
 - (6) Taxpayer Identification Number (Employer Identification Number or Social Security Number as appropriate).
- [End of Clause]

G.4 INVOICE FIXED PRICE

(a) The original invoice shall be submitted to the Accounting Office designated below. To improve the timeliness of the inspection and acceptance of delivered goods and/or services and receipt of payment by the contractor, copies of the invoice, clearly marked information copies shall be submitted to the COTR and the Contract Administrator concurrently.

Internal Revenue Service
Administrative Services Center
Accounts Payable Section
P.O. Box E
Beckley, WV 25801

(b) To constitute a proper invoice, the invoice must include the following information documentation:

- (1) Name of the business concern and invoice date;
- (2) Contract number, or other authorization for delivery of property and/or services;
- (3) Description, price, and quantity of property and services actually delivered or rendered;
- (4) Shipping and payment terms; and
- (5) Name (where practicable), title, phone number, and complete mailing address of responsible officials to whom payment is to be sent.
- (6) Taxpayer Identification Number (Employer Identification Number or Social Security Number as appropriate).

(7) When billing for parts a separate invoice for parts (manufactures cost or vendors cost) must be submitted with your company's (contractors cost) invoice cost on parts.

[End of Clause]

(End of Section)